

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, JUNE 11, 2019
AGENDA
4:00 P.M.**

- 1. Call to Order**
- 2. Roll Call** – Russ Cotton (Ch.), Emily Barker, Jason Spence, Chuck Nagel, Dan Steffen
- 3. Approval of Minutes**
 - a. Approval of regular meeting minutes.
 - b. Release or keep confidential December 12, 2017 executive minutes, session 1
 - c. Release or keep confidential December 12, 2017 executive minutes, session 2
 - d. Release or keep confidential October 9, 2018 executive session minutes
 - e. Release or keep confidential January 9, 2018 executive session minutes
 - f. Release or keep confidential June 12, 2018 executive session minutes
 - g. Release or keep confidential July 10, 2018 executive session minutes
 - h. Release or keep confidential August 14, 2018 executive minutes, session 1
 - i. Release or keep confidential August 14, 2018 executive minutes, session 3
- 4. Public Input**
- 5. Appointments**
 - a. Approval of appointment of Sandra Christ to the Oakwood Cemetery – Metamora Township to replace Julie Schertz for a 6 year term expiring July 1, 2023.
 - b. Approval of reappointment of Robert Murphy to the Oakwood Cemetery – Metamora Township for a 6 year term expiring July 1, 2025.
- 6. Approval of Claims**
 - a. County Clerk
 - b. County Board Per Diem – Roll Call Vote
- 7. Unfinished Business**
 - a. Codification
 - b. Discussion/action on Granite
 - c. Discussion and approval of Palo Alto agreement
 - d. Discussion/action on ICRMT mandatory classes/policy changes
 - e. Strategic Planning
 - f. Take Cover and Evacuation for County Employees
- 8. New Business**
 - a. Approval of Resolution 2018/19 #050 for the Continued Operation of the Office of the State’s Attorneys Appellate Prosecutor
 - b. Resolution 06-19-001 Authorizing the County Board Chairman to execute a deed of conveyance on Parcel #17-13-400-023
 - c. Approval of Resolution 2018/19 #052 Authorizing Execution and Amendment of Federal 5311 Grant Agreement (We Care)
- 9. Budget**
- 10. Other**
- 11. Executive Session (if necessary)**
- 12. Any action coming out of Executive Session**
- 13. Adjournment**

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
TUESDAY, MAY 14, 2019
MINUTES
4:00 P.M.**

1. Call to Order

The meeting was called to order.

2. Roll Call – Russ Cotton (Ch.), Jason Spence (v-ch), Emily Barker, Chuck Nagel all present. Dan Steffen is excused.

3. Approval of Minutes

a. Approval of April 9, 2019 regular meeting minutes.

Motion to approve April 9, 2019 minutes made by Barker, seconded by Spence. *Motion passed.*

4. Public Input

Granite was available via conference call. Ryan Seron went over the company's clients and what they can do for the county. They take our phone bills, put them under one bill and a whole sale platform saving the county approximately \$677 a year. We would continue with the same phone service and companies that we currently have – Frontier and Touchtone. There is no contract and no annual fee. We would keep the same phone numbers and lines. Nothing would change on our end except the billing. This will be put on next month's agenda for discussion.

5. Appointments

a. Reappointment of Gary Hull to the Germantown Hills fire Protection District for a three year term expiring April 30, 2022

Motion to approve the reappointment of Gary Hull to the Germantown Hills fire Protection District for a three year term expiring April 30, 2022 made by Spence, seconded by Barker. *Motion passed.*

b. Reappointment of James Hinrichsen to the Board of Appeals for a two year term expiring June 1, 2021.

Motion to reappoint James Hinrichsen to the Board of Appeals for a two year term expiring June 1, 2021 made by Barker, seconded by Nagel. *Motion passed.*

It was later noticed by the Supervisor of Assessments that this should have been to the Board of Review not the Board of Appeals.

Motion to amend James Hinrichsen appointment from the Board of Appeals to the Board of Review made by Spence, seconded by Nagel. *Motion passed.*

**COUNTY OFFICES COMMITTEE
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MINUTES
4:00 P.M.**

6. Approval of Claims

a. County Clerk

Motion to approve May claims made by Nagel, seconded by Spence. *Motion passed*

b. County Board Per Diem – Roll Call Vote

Claims this month presented for Emily Barker and Bryant Kempf. Motion to approve per diem claims made by Barker, seconded by Nagel. Roll call Vote – Cotton, yes; Spence, yes; Barker, yes; Nagel, yes. *Motion passed.*

7. Unfinished Business

The Chairman would like the codification to be placed on the agenda for next month. The County Clerk has received 10 copies and would like direction on where the 10 copies should go. There is enough to give to every office. It was recommended giving one to Judge Feeney.

8. New Business

a. Approval of Annual Peopleware Agreement

This is same as last year. Motion to approve Peopleware Agreement made by Spence, seconded by Nagel. *Motion passed.*

b. Discussion and approval of Palo Alto agreement

Palo Alto is part of our security on the computer. It expires in August. The one year, and three year quotes were presented. It was asked if we purchased Office 365 would we still need this and it was felt we would. Discussion on which option to take. With technology changing all the time, it was felt that 3 years may be the best option. We save approximately 15% by going with a multi-year contract. The committee would like to wait for the 5 year quote. This will be on next month's agenda with a 5 year quote option to look at.

c. Discussion/action on proposed ICRMT mandatory classes

The committee was presented with the list of classes that the department heads suggested. The classes that will be made mandatory can be done on-line at work. There is no cost for taking these classes. Discussion on having a group setting for taking the classes. The completion certificates will be placed in the employees file. The committee cannot force the elected officials to make classes mandatory. The elected officials present at the meeting said they would agree to this and have their employees complete the 11 classes chosen. This would need to be placed in the Policy Manual. It was stated that every time we change the Policy Manual it has to be approved by the State's Attorney and all the unions along with employees. It was suggested that all changes to the Policy Manual take place at one time in the year. Since ASCME is just now being negotiated, the department heads will take these classes to the negotiation meetings. There are GATA requirements that the employees need to take certain classes. For now, we will place a letter in the employee's pay stub with regard to the classes. For GATA purposes, these classes need to be completed by November 3rd,

**COUNTY OFFICES COMMITTEE
COUNTY BOARDROOM
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2020. Ms. Breyman will work on wording to be placed in the Policy Manual and bring to the committee next month for their review.

d. Strategic Planning

Ms. Barker would like to be proactive in the way the county is run. She would like a mission or vision statement and strategic planning. There are no goals or vision for the county to work toward. There is no guidance on how to take action on an item brought before the committee. One member felt that a comprehensive plan had been created about 5-10 years ago. This mission statement should be placed on the website so people know what we want to do as a county. We can't build something if we don't know what it looks like. Everyone has a different vision on where to go. This ties in with the Ad Hoc committee, Woodford County Economic Development, and IT. Once the committee starts the planning they would want input from the department heads, municipalities, townships, etc. So many people are moving out of Illinois. We need to create a county that people want to stay in. We will put this on the agenda for next month. Discussion on how often we need to review and change our Policy Manual.

e. Discussion and Approval of ADA Compliant Policy

Ms. Breyman received an email from the state saying that we needed to have a policy on our website regarding ADA compliancy with regard to We Care. The policy presented is the We Care Policy. Ms. Breyman did not know if the committee wanted to adopt this policy as part of Woodford County or what. She feels that the easiest thing to do would be to place a link to the policy on the webpage under the We Care page. The committee is in agreement with this.

9. Budget

This process will be discussed at the Finance meeting at 6 PM.

10. Other

CP & Z would like to change the meeting time. Meetings are short and we could adjust time to meet earlier. It was asked how this can be done with the schedule already being posted for the year. It was stated that this probably will not happen until December when the schedule is set.

11. Executive Session (if necessary)

12. Any action coming out of Executive Session

13. Adjournment

Motion to adjourn made by Barker, seconded by Nagel. *Motion passed.*

Meeting adjourned at 5:08.

Submitted by: Deb Breyman

Russ Cotton, Chairman
County Offices Committee

Oakwood Cemetery – Metamora Township

Chartered 1869

Metamora, Illinois 61548

RECEIVED

May 13, 2019

Woodford County Clerk & Recorder Office
115 N. Main
Room 202
Eureka, IL 61530
Email: DEPclerk3@woodford-county.org

MAY 13 2019

WOODFORD COUNTY
CLERK AND RECORDER

RE: Resignation Replacement Trustee for Oakwood Cemetery – Metamora Township

Barbara Smith,

This is to inform you that the current Cemetery Trustee Julie Schertz, Treasurer of Oakwood Cemetery - Metamora Township, has regretfully decided to retire from this position, after decades of dedicated service on the Oakwood Cemetery Board. We need County Board approval to accept Sandra "Sandy" Christ, Julie's daughter, to fill Julie's unexpired term, which will expire in July 2023. At the May 8th Metamora Township Board Meeting, the Township Board approved Sandy Christ to replace Julie Schertz as a Cemetery Trustee.

Our 3-member trustee group oversees the day-to-day operations of the cemetery for Metamora Township. To avoid all three trustees possibly leaving their trusteeship on the same date, the 6-year trustee appointments are staggered in two-year increments. The following lists our three trustees with their titles and the term of office end date:

- Robert Murphy – Cemetery Trustee, President (Term Expires July 2019)
- Sandra Christ – Cemetery Trustee, Treasurer (Term of Julie Schertz, Expires July 2023)
- Charles Tanton – Cemetery Trustee, Secretary (Term Expires July 2021)

For any questions or clarifications regarding this information, please contact me via cell phone: 309-253-2575 or email: BLmurphy@mtco.com.

Sincerely,

Bob Murphy
Cemetery Trustee President
Oakwood Cemetery – Metamora Township
500 N. Niles St.
Metamora, IL 61548

Appointment of Sandra Christ to the Oakwood Cemetery – Metamora Township to replace Julie Schertz for a 6 year term expiring July 1, 2023.

Reappointment of Robert Murphy to the Oakwood Cemetery – Metamora Township for a 6 year term expiring July 1, 2025.

QUOTATION

Burwood Group, Inc.
125 S. Wacker Dr., Suite 2950
Chicago, IL 60606
(312) 327-4800



burwood group, inc.

Quote Number:
CHI52925

Quote Date:
4/26/2019

1 year

Quoted to: Woodford County Office 116 N. Main St. Eureka, IL 61530	Ship to: Woodford County Office 115 N. Main St. Eureka, IL 61530 PO#
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Woodford County Office 2019 Palo Alto 1
Year Renewal

Customer ID	Good Through	Payment Terms	Sales Representative
WOCCOU	5/26/2019	Net 30	jbedell

Here is the quote you requested.

Line #	Qty	Item	Type	Description	Unit Price	Ext. Price
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2019 Palo Alto 1 Year Renewal - CoTermed to 08/21/20

2	1	PAN-PA-820-URL4-R	License	PANDB URL filtering subscription renewal, PA-820, s/n 012001004767, start 08/21/19	\$720.00	\$720.00
3	1	PAN-PA-820-WF-R	License	WildFire subscription renewal, PA-820, s/n 012001004767, start 08/21/19	\$720.00	\$720.00
4	1	PAN-PA-820-TP-R	License	Threat prevention subscription renewal, PA-820, s/n 012001004767, start 08/21/19	\$720.00	\$720.00
5	1	PAN-SVC-PREM-820-R	Support/Maint	Premium support year 1 renewal, PA-820, s/n 012001004767, start 08/12/19	\$648.00	\$648.00

SubTotal \$2,808.00

Sales Tax \$0.00

Shipping \$0.00

Total \$2,808.00

Please contact me if I can be of further assistance.

The Burwood Group, Inc. Standard Terms and Conditions of Sale document shall be a part of this quotation. Upon the purchase of the goods by Buyer, Buyer shall receive the warranty provided by the original manufacturer and Buyer shall rely on the original manufacturer's warranty for any and all defects.
To accept this quotation, please email your signed quote and purchase order to orders@burwood.com for processing. All invoice related questions should be directed to ar@burwood.com.

Approved by: _____ Date: _____ Purchase Order Number: _____

QUOTATION

Burwood Group, Inc.
 125 S. Wacker Dr., Suite 2950
 Chicago, IL 60606
 (312) 327-4600

3 year



Quote Number:
CHIQ52925-A

Quote Date:
 5/3/2019

Quoted to: Woodford County Office 115 N. Main St. Eureka, IL 61530	Ship to: Woodford County Office 115 N. Main St. Eureka, IL 61530 PO#
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Woodford County Office 2019 Palo Alto 3
 Year Renewal

Customer ID	Good Through	Payment Terms	Sales Representative
WOOCOU	5/26/2019	Net 30	jbedell

Here is the quote you requested.

Line #	Qty	Item	Type	Description	Unit Price	Ext. Price
<i>2019 Palo Alto 3 Year Renewal - CoTermed to 08/21/22</i>						
2	1	PAN-PA-820-TP-3YR-R	License	Threat prevention subscription renewal 3-year prepaid, PA-820, s/n 012001004767	\$1,760.00	\$1,760.00
3	1	PAN-PA-820-URL4-3YR-R	License	PANDB URL filtering subscription renewal 3-year prepaid, PA-820, s/n 012001004767	\$1,760.00	\$1,760.00
4	1	PAN-PA-820-WF-3YR-R	License	WildFire subscription renewal 3-year prepaid, PA-820, s/n 012001004767	\$1,760.00	\$1,760.00
5	1	PAN-SVC-PREM-820-3YR-R	Support/Maint	Premium support 3-year prepaid renewal, PA-820, s/n 012001004767	\$1,569.80	\$1,569.80
					SubTotal	\$6,849.80
					Sales Tax	\$0.00
					Shipping	\$0.00
					Total	\$6,849.80

Please contact me if I can be of further assistance.

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Approved by: _____ Date: _____ Purchase Order Number: _____

QUOTATION

Burwood Group, Inc.
 125 S. Wacker Dr., Suite 2950
 Chicago, IL 60606
 (312) 327-4600



burwood
group, inc.

5 year

Quoted to:

Woodford County Office
 115 N. Main St.
 Eureka, IL 61530

Ship to:

Woodford County Office
 115 N. Main St.
 Eureka, IL 61530
 PO#

Quote Number:
CHIQ52925-B

Woodford County Office 2019 Palo Alto 5
 Year Renewal

Quote Date:
 5/7/2019

Here is the quote you requested.

Customer ID	Good Through	Payment Terms	Sales Representative
WOOCO	5/26/2019	Net 30	jbedell

Line #	Qty	Item	Type	Description	Unit Price	Ext. Price
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2019 Palo Alto 5 Year Renewal - CoTermed to 08/21/24

2	1	PAN-PA-820-URL4-5YR-R	License	PANDB URL filtering subscription renewal 5-year prepaid, PA-820, s/n 012001004767	\$2,880.00	\$2,880.00
3	1	PAN-PA-820-WF-5YR-R	License	WildFire subscription renewal 5-year prepaid, PA-820, s/n 012001004767	\$2,880.00	\$2,880.00
4	1	PAN-PA-820-TP-5YR-R	License	Threat prevention subscription renewal 5-year prepaid, PA-820, s/n 012001004767	\$2,880.00	\$2,880.00
5	1	PAN-SVC-PREM-820-5YR-R	Support/Maint	Premium support 5 year prepaid renewal, PA-820, s/n 012001004767	\$2,592.00	\$2,592.00

SubTotal	\$11,232.00
Sales Tax	\$0.00
Shipping	\$0.00
Total	\$11,232.00

Please contact me if I can be of further assistance.

The Burwood Group, Inc. Standard Terms and Conditions of Sale document shall be a part of this quotation. Upon the purchase of the goods by Buyer, Buyer shall receive the warranty provided by the original manufacturer and Buyer shall rely on the original manufacturer's warranty for any and all defects. To accept this quotation, please email your signed quote and purchase order to orders@burwood.com for processing. All invoice related questions should be directed to ar@burwood.com.

Approved by: _____ Date: _____ Purchase Order Number: _____



RESOLUTION 2018/2019 # 050

RESOLUTION APPROVING THE CONTINUED OPERATION OF THE OFFICE OF THE STATE'S ATTORNEYS APPELLATE PROSECUTOR

WHEREAS, the Office of the State's Attorneys Appellate Prosecutor was created to provide services to State's Attorneys in counties containing less than 3,000,000 inhabitants; and

WHEREAS, the powers and duties of the Office of the State's Attorneys Appellate Prosecutor are defined and enumerated in the "State's Attorneys Appellate Prosecutor's Act", 725 ILCS 210/1, et seq., as amended; and

WHEREAS, the Illinois General Assembly appropriates monies for the ordinary and contingent expenses of the Office of the State's Attorneys Appellate Prosecutor, one-third from the State's Attorneys Appellate Prosecutor's County Fund and two-thirds from the General Revenue Fund, provided that such funding receives approval and support from the respective Counties eligible to apply; and

WHEREAS, the Office of the State's Attorneys Appellate Prosecutor shall administer the operation of the appellate offices so as to insure that all participating State's Attorneys continue to have final authority in preparation, filing, and arguing of all appellate briefs and any trial assistance.

NOW, THEREFORE, BE IT RESOLVED that the Woodford County Board, in regular session, this 18th day of June, 2019, does hereby support the continued operation of the Office of the State's Attorneys Appellate Prosecutor, and designates the Office of the State's Attorneys Appellate Prosecutor as its Agent to administer the operation of the appellate offices and process said appellate court cases for this County.

BE IT FURTHER RESOLVED that the attorneys employed by the Office of the State's Attorneys Appellate Prosecutor are hereby authorized to act as Assistant State's Attorneys on behalf of the State's Attorney of this County in the appeal of all cases, when requested to do so by the State's Attorney, and with the advice and consent of the State's Attorney prepare, file, and argue appellate briefs for those cases; and also, as may be requested by the State's Attorney, to assist in the prosecution of cases under the Illinois Controlled Substances Act, the Cannabis Control Act, the Drug Asset Forfeiture Procedure Act and the Narcotics Profit Forfeiture Act. Such attorneys are further authorized to assist the State's Attorney in the State's Attorney's duties under the Illinois Public Labor Relations Act, including negotiations thereunder, as well as in the trial and appeal of tax objections.

BE IT FURTHER RESOLVED that the Office of the State's Attorneys Appellate Prosecutor will offer Continuing Legal Education training programs to the State's Attorney and Assistant State's Attorneys.

BE IT FURTHER RESOLVED that the attorneys employed by the Office of the State's Attorneys Appellate Prosecutor may also assist the State's Attorney of this County in the discharge of the State's Attorney's duties in the prosecution and trial of other cases, and may act as Special Prosecutor if duly appointed to do so by a court having jurisdiction.

BE IT FURTHER RESOLVED, that the Woodford County Board hereby agrees to participate in the service program of the Office of the State's Attorneys Appellate Prosecutor for fiscal year 2019, commencing December 1, 2018, and ending November 30, 2019, by hereby appropriating the sum of \$15,000.00 as consideration for the express purpose of providing a portion of the funds required for financing the operation of the Office of the State's Attorneys Appellate Prosecutor, and agrees to deliver the same to the Office of the State's Attorneys Appellate Prosecutor on request during the Fiscal Year 2019.

BE IT FURTHER RESOLVED, this Resolution shall be effective as of the date set forth below.

Adopted by the Woodford County Board on this 18th day of June, 2019.

Ayes _____ Nays _____ Absent _____ Abstain _____

Dawn Kupfer, County Clerk

John Krug, County Board Chairman

RESOLUTION



WHEREAS, The County of Woodford, as Trustee for the Taxing Districts therein, has undertaken a program to collect delinquent taxes and to perfect titles to real property in cases in which the taxes on such real property have not been paid, pursuant to 35ILCS 200/21-90, and

WHEREAS, Pursuant to this program, the County of Woodford, as Trustee for the Taxing Districts therein, has acquired an interest in the following described real estate:

MONTGOMERY TOWNSHIP

PERMANENT PARCEL NUMBER: 17-13-400-023

As described in certificate(s) : 09-0225 sold October 2010

and it appearing to the The County Office's Committee of the County Board that it is in the best interest of the County to dispose of its interest in said property.

WHEREAS, Village of Goodfield, has bid \$807.00 for the County's interest, such bid having been presented to the The County Office's Committee of the County Board at the same time it having been determined by the The County Office's Committee of the County Board and the Agent for the County, that the County shall receive from such bid \$300.00 as a return for its certificate(s) of purchase. The County Clerk shall receive \$0.00 for cancellation of Certificate(s) and to reimburse the revolving account the charges advanced from this account, the auctioneer shall receive \$0.00 for his services and the Recorder of Deeds shall receive \$57.00 for recording. The remainder is the amount due the Agent under his contract for services. The total paid by purchaser is \$807.00.

WHEREAS, your The County Office's Committee of the County Board recommends the adoption of the following resolution:

BE IT RESOLVED BY THE COUNTY BOARD OF WOODFORD COUNTY, ILLINOIS, that the Chairman of the Board of Woodford County, Illinois, be hereby authorized to execute a deed of conveyance of the County's interest or authorize the cancellation of the appropriate Certificate(s) of Purchase, as the case may be, on the above described real estate for the sum of \$300.00 to be paid to the Treasurer of Woodford County Illinois, to be disbursed according to law. This resolution to be effective for sixty (60) days from this date and any transaction between the above parties not occurring within this period shall be null and void.

ADOPTED by roll call vote this _____ day of _____, _____

ATTEST:

CLERK

COUNTY BOARD CHAIRMAN

PART TWO ATTACHMENT 3

RESOLUTION AUTHORIZING EXECUTION AND AMENDMENT OF FEDERAL 5311 GRANT AGREEMENT

WHEREAS, the provision of public transit service is essential to the transportation of persons in the non-urbanized area; and

WHEREAS, 49 U.S.C. § 5311 ("Section 5311"), makes funds available to the State of Illinois to help offset certain operating deficits and administrative expenses of a system providing public transit service in non-urbanized areas; and

WHEREAS, the State of Illinois, acting by and through the Illinois Department of Transportation, is authorized by 30 ILCS 740/3-1 et seq. to provide the Section 5311 grant; and

WHEREAS, grants for said funds will impose certain obligations upon the recipient, including the provision by it of the local share of funds necessary to cover costs not covered by funds provided under Section 5311.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF County of Woodford:

Section 1. That an application be made to the Office of Intermodal Project Implementation, Department of Transportation, State of Illinois, for a financial assistance grant under Section 5311 for fiscal year 2020 for the purpose of off-setting a portion of the Public Transportation Program operating deficits of County of Woodford.

Section 2. That while participating in said operating assistance program the County of Woodford will provide all required local matching funds.

Section 3. That the Board Chairman is hereby authorized and directed to execute and file on behalf of County of Woodford such application.

Section 4. That the Board Chairman is authorized to furnish such additional information as may be required by the Office of Intermodal Project Implementation and the Federal Transit Administration in connection with the aforesaid application for said grant.

Section 5. That Board Chairman is hereby authorized and directed to execute and file on behalf of County of Woodford Section 5311 Grant Agreement ("Agreement") with the Illinois Department of Transportation, and amend such Agreement, if necessary, in order to obtain grant assistance under the provisions of Section 5311 for fiscal year 2020.

Section 6. That the County Clerk is hereby authorized to provide such information and to file such documents as may be required to perform the Agreement and to receive the grant for fiscal year 2020.

PRESENTED and ADOPTED this _____ day of _____, 201__

(Signature of Authorized Official)

(Attest)

(Title)

(Date)

Staff Training & Development Policy

Policy:

It is the policy of Woodford County to provide assistance & support to employees to increase the effectiveness of their performance in their position, as well as encourage employees to obtain skills, knowledge and abilities which may improve overall public service, employee safety, and contribute effectively to the mission and goals of the County.

Scope:

For the purpose of this policy, classes will be taken on-line through the ICRMT website. To facilitate an employee's participation, classes will be taken during normal work hours. Some classes may be offered in a group setting. Each employee is responsible for completing required classes by November of each year. Supervisors may add additional classes pertaining to their department or specific jobs.

Classes:

Classes may be obtained by going to – <http://firstnetcampus.com/ICRMT/entities/ICRMT/logon.htm>. Woodford County employees are required to take the ethics and standards of conduct training annually.

Certification

Upon completion of course(s), the employee must present a copy of their certification of successful course completion to their supervisor.